



Presbytery of Genesee Valley

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WEBSITE: www.pbygenva.org

Timeline for Clerks in Relation to Presbytery - 2023

- January** **Tuesday, January 3** – Please submit/confirm the name and contact information of your **Elder Commissioner** to Lisa at communications@pbygenva.org
- Thursday, January 5, 6:30pm** – *Help for Clerks of Session: Annual Statistical Report* via Zoom
- Friday, January 6** – **Necrology Report** due to Lisa at communications@pbygenva.org
- Saturday, January 28, 9:30am** – Stated Presbytery meeting via Zoom
- Complete the Annual Statistical report** and submit it. This is done online (<http://oga.pcusa.org/stats>). **DO NOT WAIT UNTIL YOUR SESSION MEETING.** Be sure to print and include a copy of the report in your next Session meeting minutes.
- February** **Tuesday, February 1** – **DEADLINE** to submit Annual Statistical Report
- April** **Saturday, April 29, 9:30am**– Stated Presbytery Meeting at Twelve Corners Presbyterian
- July** **Tuesday, July 25, 6pm** – Stated Presbytery Meeting via Zoom
- September** Begin to prepare your minutes book for the annual review. If you find exceptions, there will still be time to bring them to Session before the annual review. You will receive notice of the review options and completion date. Fill in the Review form with the required information and page numbers. **Watch for the mailing announcing the times/locations of minutes review in early September.**
- October** **Tuesday, October 24, 6pm** – Stated Presbytery Meeting via Zoom
- November** **Annual Session Minutes Review.** It is expected that all clerks of session will participate in the annual review either electronically, one-on-one or in-person. You will review the minutes of another Session. Anticipated dates are:
- Wednesday, Nov 1** – *deadline to submit completed electronic and 1:1 review*
- Saturday, Nov 4** – *in-person option beginning at 9:30am at Gates Presbyterian*
- Following the minutes review, prepare a report to the Session regarding the review of your Session's records. Note specifically any exceptions that were made. It is the Session's responsibility (not yours) to take steps to correct the exceptions. Record those steps, as determined by the Session.
- In late November or early December you will receive e-mail notice from the stated clerk that online materials are available for the **Annual Statistical Reports**. The e-mail will include the date on which clerks of session may begin entering data, and the date by which entry must be completed.
- December** Continue work on the Statistical Report.
- You will receive a form for the **Necrology Report** to be presented during the January Presbytery meeting. The form will ask for the name, ordination and death dates of any Ruling Elders (not Deacons) who died during the calendar year. Complete the *Necrology Report* form and send to the Presbytery office.